

## **EDITED TASK LISTING**

**CLASS:                    ACCOUNTING ADMINISTRATOR I (SUPERVISOR)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Implement, review, and follow-up on policies and procedures related to accounting operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP), Financial Information Memorandum (FIM), CALSTARS, Inmate Trust Accounting Systems (ITAS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to provide guidelines to departmental staff (i.e., accounting, management, other program staff).
2.	At the direction of management, implement resolution of complex problems related to statewide issues that may impact divisions within the department's financial operations for standardization utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
3.	Identify training needs and provide training to Accounting Office staff to implement new procedures, accounting changes, and/or perform specific tasks utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies and by direction of management.
4.	Review and monitor internal controls, separation of duties, departmental audits and develops tools to correct and prevent financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
	At the direction of management, perform and prepare written audit findings for peer review and spot audits to correct and prevent future financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies
6.	Analyze and interpret financial reports to ensure the integrity of the department's financial condition and identifies options for management's decisions utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
7.	At the guidance of management, prepares correspondence for direction, implementation and/or clarification of financial policies and procedures utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum.
8.	At the direction of management, effectively communicate with vendors, staff, and Control Agencies using the most efficient technology to successfully carry out accounting office operations utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum

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<b>9.</b>	Coordinate and provide accurate accounting and fiscal data to requesting management and/or programs to meet the department's objectives utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum
<b>10.</b>	Perform timely employee evaluations and appraisals including probationary reports, annual performance reports, and follow-up on staff's performance as needed to continue staff development utilizing sound management and personnel practices
<b>11.</b>	Supervise professional, analytical and semiprofessional accounting staff to produce a safe and efficient work environment utilizing sound management and personnel practices.
	Meet with department managers, supervisors and representatives of control agencies on accounting and audit issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum
<b>13.</b>	Functions as liaison to program staff, advise them of accounting related policies and procedures, resolve problems, implement or modify procedures for new programs, grants, or legislative directives utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum
<b>14.</b>	Under the direction of management, recruit, interview, and make recommendations on hiring packages for potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices.
<b>15.</b>	In the absence of the Accounting Administrator II, assumes responsibility for the management of the office to ensure the continued safe and efficient operation utilizing sound management practices
<b>16.</b>	Evaluate resources and prioritize workload to produce a safe and efficient work environment to produce timely and accurate fiscal records utilizing sound management practices.
<b>17.</b>	Review work performed in unit(s) to ensure accurate and timely completion of tasks assigned from the monthly accounting cycle utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum